

Tiny Dog Press Process

If you have not already, we recommend you order a printing & paper sample package so that you can see and feel the beauty of the invitations, announcements and stationery that we offer. You can order a printing & paper sample package either through our website www.tinydogpress.com or Etsy shop www.tinydogpress.etsy.com. In the sample package you will receive a discount code that will reduce the price of your custom order by the cost of the sample package.

Step 1: Contact me

Let's chat! I love to hear your vision and answer any questions you have about the process, printing options, pricing and design. If you want a full custom design, send me links of items that are part of your inspiration for your wedding or event. We can chat via e-mail or phone. E-mail me to schedule a phone conversation or your thoughts & questions.

Step 2: Place a Deposit

If you know what you would like to order, you can place a deposit our website or Etsy shop page. This is required before all design work starts. This deposit notifies us that you are ready to start the process of creating your custom invitation, announcement or stationery. The deposit is \$100 for all wedding invitation suite orders and \$50 for all baby/adoption announcements, personal stationery and business stationery orders.

Step 3: E-mail Customizations

E-mail us your customizations. This might include type styles, colors, pictures, wording and any other design customizations you would like to see in your first round of proofs.

Step 4: PDF Proof and Revisions

After we receive your customization information and deposit, we start the proofing process! We will e-mail you a color PDF document within 1-2 business days {longer if a custom drawing is requested}. The first round of proofs {we call the design proof} will have several design options for you to review. We understand that it is difficult to know exactly what you want until you see it, so this first round gives you the ability to see a variety of type styles, layouts and/or wording.

Review the proofs carefully and send us a list of edits or changes you would like to see along with noting which design you prefer. If desired, we can also mix and match elements from the various design proofs. We will then edit the proof and create your first true proof with one design option. We will work with you on revisions until the proof is perfect and you love your stationery suite!

Step 5: Pay Remaining Balance

After your proof is approved and we have agreed upon a final design, you will be asked to submit a final payment. We are happy to have the final payment submitted either through our website or Etsy shop with a custom payment link or check mailed to us. Let us know your payment preference so we can set-up accordingly. Final payment must be received before we order your printing plates and paper.

Step 6: Print & Assemble

Once your payment is complete, we will move your order into print production and will give you an estimated shipping date. Once it is placed in print production we are not able to change the design of your order. If you need to alter the quantity, please notify us immediately. Depending on where we are in the printing process, we will let you know if we are able to change the quantity. It typically takes 2-4 weeks after proof approval for orders to be ready to ship. This time frame is dependent on current demand.

Step 7: Shipping

Once your order is finished, we will e-mail you a sneak peak image along with tracking information. All packages will have tracking ability! All custom letterpress items ship USPS priority mail with 2-3 day delivery within the United States and 6-10 days for international delivery. If you need quicker shipping please e-mail me and I can send you pricing for overnight or next-day guarantee shipping.